

CORRESPONDENCE FILES - Filed alphabetically by subject.

CHRONOLOGICAL CORRESPONDENCE AND TELETYPE FILES

Extra copies of correspondence and teletypes filed chronologically.

INFORMATION REPORT FILES

Information Reports issued in [ ] and similar series.

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- a. Filed by series, then numerically by [ ] report number.

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INDEX AND SUMMARY CARD FILES

PROCESS SHEET FILES - Filed numerically by report number.

COMMUNICATIONS CONTROL RECORDS

- a. Log, Form 38-14 or equivalent. Filed chronologically. (EXCEPT TOP SECRET)
- b. Pouch receipts used to itemize incoming and outgoing classified material [ ] Filed chronologically.

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Approved For Release 2005/08/03 : CIA-RDP70-00211R000800170041-9

Item 1 - 48 letter-size basic units, Diebold Model 8601, @ \$8.30 each	\$400.40
Item 2 - 8 caps, Diebold Model 8602, @ \$1.65 each	13.20
Item 3 - 8 bases, Diebold Model 8603, @ \$4.40 each	35.20
Item 4 - 240 metal dividers, Diebold Model 8626, @ .26 each	62.40
Item 5 - 50 legal-size half guides with hooks, Diebold Model OS-205 <sup>1</sup> / <sub>2</sub> (Class 7 <sup>1</sup> / <sub>2</sub> , Contract GS-00S-2271, Item 50-60), @ \$27.60 per C	<u>13.80</u>
Total	\$ 525.00

This installation increased filing capacity 72% and released seven safe cabs. valued at \$3,000 for use by other  offices.

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